



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Personnel Program Analyst (PPA (2 Positions))

SALARY:	\$4257 – \$5172	POSITION NUMBER:	363-710-5312-004 363-710-5312-006
TENURE*/TIME BASE: (Example: Permanent/Full-time)	Permanent/Full-Time	FINAL FILING DATE:	June 15, 2007

This position is excluded from Collective Bargaining and receives excluded benefits.

PROGRAM DESCRIPTION:

The Department of Personnel Administration administers a 457 Deferred Compensation Plan, a 401(k) Thrift Plan, a 401(a) Alternate Retirement Program, and a 457 Part-time, Seasonal, and Temporary Employees Retirement Program. Collectively, these are known as the Savings Plus Program (SPP). The SPP is one of the largest governmental defined contribution programs in the nation. These plans are designed as long-term savings and investment programs to supplement retirement income. All invested funds, including earnings and dividends, grow tax-deferred until withdrawn.

DUTIES:

The incumbent oversees projects and assignments related to the administration of the Program, interprets and applies Internal Revenue Code, Federal law, and State regulations in developing the more difficult financial and programmatic policies and procedures. Duties of this position include, but are not limited to:

- Developing policies, generating issue papers, conducting research, and evaluations;
- Preparing various forms of written analysis, conducting meetings, and making oral presentations;
- Interfacing with the SPP recordkeeper, State Controller's Office, payroll offices, and others to identify and resolve issues which impact services to Participants;
- Developing management information systems; and
- Conducting analysis of systems/processes to improve program operations.

DESIRABLE QUALIFICATIONS:

The successful candidate must have a proven record of successful project management; excellent analytical, organizational, and strong written and oral communication skills. This position requires a strong working knowledge of spreadsheet, database, and word processing applications. Desired attributes include:

- Knowledge of the State Controller's Office and personnel/payroll offices;
- Ability to be flexible and perform under pressure with short deadlines;
- Excellent attendance and dependability;
- Ability to work independently and in a team setting;
- Knowledge of Microsoft Word, Outlook, and Excel;
- Experience in legislative and regulatory analysis; and
- Interest in financial and investment arenas.

WHO MAY APPLY:

Applicants with current or list eligibility to the Personnel Program Analyst or Associate Governmental Program Analyst classification. After an initial screening of applications, only the most qualified applicants will be selected for an interview. Candidate selected will be appointed to the PPA classification.

SUBMIT APPLICATIONS/RESUMES TO:

Kimberly Weir, Savings Plus Program
1800 15th Street
Sacramento, CA 95814
(916) 323-2702

RPA # 07-049

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.